



Agenda

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PUBLIC SAFETY COMMITTEE
Tuesday, October 18, 2016, 4:00 PM
City Council Chambers
200 Lincoln Avenue, Santa Fe, NM 87501

1. Roll Call
2. Approval of Agenda
3. Approval of August 16, 2016, and September 20, 2016 Minutes
4. New Business: Action Items
 - A. APPROVAL OF 2016 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM SUB-GRANT AGREEMENT. (David Silver, Emergency Manager)
 - B. APPROVAL OF RETENTION OF POLICE OFFICERS (RESOLUTION #2016-69). (Deputy Chief Andrew Padilla)
 - C. APPROVAL OF 2017 MEETING CALENDAR (Jessica Pfeifer)
5. Matters from Municipal Court Judge Virginia Vigil
6. Matters from Police Chief Patrick Gallagher
7. Matters from Fire Chief Erik Litzenberg
8. Matters from the Regional Emergency Communications Center Ken Martinez
9. Communications from the Floor
10. Matters from Committee Members
11. Adjournment

For information regarding the agenda, you can call Jessica Pfeifer at 955-5074. Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

INDEX SUMMARY OF MINUTES
Public Safety Committee
September 20, 2016

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Call to Order and Roll Call	Councilor Rivera, Chair called the meeting to order at 4:00 pm. A quorum was not present.	Page 2
Review and Approval of Agenda	<i>No action lack of quorum.</i>	Page 2
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PUBLIC SAFETY COMMITTEE
Tuesday, September 20, 2016, 4:00 pm – 5:00 pm
City Council Chambers
Santa Fe, NM

MINUTES

Meeting was called to order at 4:05 pm by Councilor Chris Rivera, Chair for the Public Safety Committee.
Roll call reflects a lack of quorum.

1. Roll Call

Present

Councilor Chris Rivera, Chair
Peter Mizrahi
Herbert Harris
Dr. Nancy Owen Lewis

Absent/Excused

Joe Arellano
Dr. Mike Mier
Mike Bowen
Eric Johnson

Others Present:

Patrick Gallagher, Santa Fe Police Chief
Mario Salbidrez, Deputy Police Chief
Jessica Pfeiffer, Office Manager, SFPD
D. Silver, EMT
Captain Lamb, SFPD
Lt. Judah Montano
Chief Erik Litzenberg, Santa Fe Fire Chief
Assistant Fire Chief Jan Snyder
Fran Lucero, Stenographer

2. Approval of Agenda

No action lack of quorum.

3. Approval of Tuesday, August 16, 2016 minutes

No action lack of quorum.

4. New Business

No Action Items

5. Matters from Municipal Court

Report in meting packet, Judge Vigil, not present.

6. Matters from Police Chief Patrick Gallagher

Chief Gallagher stated that many hours were spent working Zozobra and the Santa Fe Fiesta. The officers did an excellent job and more so when faced with the protestors. One of the protesting groups did contact the Chief after the fact to compliment the police officers.

Chief Gallagher noted that there are 14 vacancies at the present time and 4 cadets that will soon on board. Chief Gallagher also said that in the very near future they will be using a bate car; more information to follow at future meeting. Auto burglaries have slowed down to less based on last year figures. There are 89 registered clients in the LEAD program and they can handle up to 100 individuals.

Debriefing of Zozobra/Fiestas – Captain Lamb

This being the 92nd annual burning of Zozobra, the plan went as best as the SFPD could do. This is another positive collaboration from many of the local and nearby law enforcement agencies working together to provide the best in safety and security for the city. Capt. Lamb provided end results related to the Zozobra/Fiesta plan which was presented at the last Public Safety meeting and was complimented by the Public Safety Committee members on the process of the exit flow that worked out very well. Captain Lamb said the burning of Zozobra was pushed back at 9:30 pm due to the large amount of people at the main entry gate. It was delayed to 9:45 pm which provided them time to open a second and secure entrance. There was a choke point at the main gate and Captain Lamb feels strongly that if this is the venue for the next year it is extremely important to discuss with the Kiwanis Club different options. There was an increase from 2015; there were 55,000 people at this year's event. It was again reiterated that we have outgrown this venue and hope that those in charge will consider a different location for safety and security. Captain Lamb said they were proactive by providing alternate transportation to eliminate congestion and yet the number of people that drive is unmanageable to a point. The main objective in arranging services such as Uber and other transportation operators was to provide safety and utilize common drop off areas. A new technological system was utilized in order to assure communication; National Guard also used new technological sniffing detectors. Nothing happened and we were grateful the Guard was out there. Staying in line with budget, we assured that the areas that needed added security were a constant consideration. There were residents upset because law enforcement officers had to park in an area that was not pre-cleared. Sheriff Posse had to leave the area about 10:00 pm due to the bad weather as it was frightening the horses. Cross of the Martyrs was also closed down as last year there were a lot of drug paraphernalia, good decision to close. Some of the other problems were related to the bridges that were out as it caused a lot of congestion on the outside bridges. There were only two ticket booths, they need more ticket booths.

Major strengths, cellular on wheels, traffic plan, pre-arranged Uber services in designated pick up and drop off areas, professionalism of law enforcement officers, good communication with all of the agencies with the help of the added radio's from EMT. Bridges caused a lot of congestion; that will be an issue if we continue in that venue. There were only 2 ticket booths; there needs to be more.

There were 35 calls for service during this event which was higher than the last two previous years, in 2014 we had 12 and 2015 we had 17. We had 10 missing children which added to these statistics however we had the Operation Child ID project going on and they registered 255 children and 9 out of 10 of the missing children we were able to ID and recover through this system. The 10th child was not in the system but was recovered within 30 minutes and reunited with the parents. There were 5 arrests, one was a warrant, one for indecent exposure, one for probation violation drinking in public and Probation & Parole took them in to custody and there was one fight and after the event downtown there was a battery assault on a police officer. As far as field calls there were 596 field calls, 4 DUIs, 7 aggravated assaults, there were 89 disorderly conduct calls, 79 suspicious person/vehicle calls, 24 ambulance assist and 25 alarm calls, 13 unlawfully parked vehicles and 39 motor vehicle crashes which were injury and non-injury and no fatalities. In the rest of the city we had 10 arrests and 140 traffic stops, 70 traffic citations, 46 reports taken and 33 crash reports taken.

Overtime for 2014 was approximately \$31,600, 2015, \$27,420 and for 2016 estimated at \$30,000.

The PSC members wanted to know what other venue would be considered. Captain Lamb said that they would have a meeting with the Kiwanis President to discuss the concerns that the SFPD and SFFD have on the present venue.

Councilor Rivera asked for clarification on the bridges. They used 2 of the 3 bridges to start, at the end of Zozobra they utilized Gate A & C and controlled pedestrian traffic so it wouldn't collapse again. Councilor Rivera said they are in the process of discussion if should have one large bridge or three – 10' bridges. Recommendation is for both Chief's to meet with the City Manager to discuss what would be the safest size and to assure how many bridges would be needed for safety.

Councilor Rivera provided his compliments on the exit strategy as he received many compliments. Thank you to the SFPD and all law enforcement agencies. The Chair asked if Paseo de Peralta all 4 lanes were used to exit. Captain Lamb said yes, one lane was used for transit to get buses out of there; all the other lanes were going towards St. Francis. They also controlled the lights at St. Francis and closely communicated with traffic to adjust the lights based on the traffic.

Santa Fe Fiesta (September 9 -11, 2016)

Captain Lamb said that the objective was to provide safety for all responders, spectators and participants during the event, keeping the event operations supported, maintain normal coverage and protection for the rest of the city, and to provide safe and successful parades. Captain Lamb noted the agencies that helped out were the Fiesta Council, SFPD/SFFD, REC, the Office of Emergency Management, Traffic and Parking Division, Corrections Department, Santa Fe County and Sheriff's Department and State Police, Special Investigation Division helped with late night bar scene.

Pet Parade route was changed from last year which created confusion. We were able to contain it much better with the new route and the traffic flow at the end of the parade was much easier. The new parade route was safe. If there are more participants next year we may want to lengthen the route. Historical/Hysterical parade went good, there were complaints from DeVargas Mall – they were saying that people who wanted to go shopping couldn't get in there. The reason why we shut down from Paseo de Peralta at St. Francis was because we had traffic coming in there doing U-turns due to the closure at Guadalupe. We kept it like that for about 1 hour and reopened for traffic to the mall. That parade is very large and takes about 3-4 hours.

There was a protest for the entrada of Don Diego De Vargas; there were a few Native American groups that were protesting. The Police Department made contact with two of the groups and they assured us they would be peaceful. One group was peaceful, the other was more boisterous. There were no charges or arrests made, we allowed them to make an addition round through the plaza and then they left. For the SFPD it was important to assure we had enough officers to support and be well equipped. We checked with legal to see what could be done on charges, we did not have to use this, no arrests were made.

Captain Lamb provided details on other incidents that took place but were handled immediately. Captain Lamb stated that the downtown area was staffed after the fiesta's to assure that the bar scene did not get out of control. There were pockets of people that were trying to provoke the officers, the officers remained professional and the individuals were trying to tape the officers coercing them and the officers remained professional and had their lapel recorders on as well. During the non-event patrol we had 11-14 officers on each shift with a 4 hour overlap on peak shifts.

The PSC members expressed their sincerest of thanks for the hard work and protection and safety of our city.

Areas of improvement: We could have used some medics from SFFD on bicycles; there were falls and medical episodes. Coordinating with the Santa Fe Fiesta Council the contact people at posts not being available and that seems to be a problem every year. No overtime expenditure reports in for Fiesta's right now.

On the Plaza most of the calls were self-initiated and there were 154, 50 of them being dispatch-to-dispatch. Most of it was for disorderly conduct, possession of marijuana associated with other charges not a stand along charge, drinking in public and indecent exposure and warrants. There were 20 disorderly conduct call, 16 suspicious persons, 33 warrants and 23 arrests. City wide there were 1,343 calls within those 3 days; 52 arrests, 354 traffic stops, 153 close patrols, 8 crashes with injuries, 5 hit and runs, 25 non-injury crashes, 14 private property crashes, 120 disorderly conducts, 16 domestic violence calls and 76 suspicious persons.

Mr. Mizrahi expressed his congratulations and was pleased that the plan was excellent and worked well.

Deputy Chief Salbidrez introduced Lt. Judah Montano who spoke about his officers and their responsibilities.

Swing Shift Patrol: Lt. Montano said under his supervision he has 4 Sergeants and 23 officers. There are two teams; first team comes in at 12:00 pm and works until 10:00 pm – second team comes in at 2:00 pm and works until 12:00 am. Sgt. Nicole Butler, Sgt. Lujan, Sgt. Santillanes and Sgt. Troy Baker – Lt. Montano provided their areas of expertise and responsibilities.

Lt. Montano provided information on Officers Rebeca Hildebrandt and Zebulan Everidge who go above and beyond their assigned duties and provided some specifics.

Field Training Officers: Officers Amanda Montano, Nick Chavez, Chris Sandoval Michael Murillo They work closely with the new recruits coming in to the SFPD.

To put into perspective the work that our Patrol Division does, last year from January 1st through August 31st the Patrol Division handled 77,209 calls for service, 14,270 reports. Swing shift goes call for call. Officers continue to work with Neighborhood organizations to address their concerns.

7. Matters from Fire Chief Erik Litzenberg

Fiesta and Zozobra – Well planned and staffed for emergency response and thank you to all first responders, SFFD, SFPD and collaborators for a job well done.

In terms of deployment we often send our resources out of state to help in time of need. This year our wild fire crews went to Washington, Oregon, Northern California, Wyoming and Idaho. We now have everybody back in town; they will be available for a month or so if needed. We can see now when there is a local or National emergency that we can assist.

In terms of routine volume as we approach Strategic Planning both in the Fire Department and city level, as a point of reference in the last decade we have identified 4% call increase in 2015, this year 11% call increase. Things are changing in our community for which we will need to make adjustments for emergency response.

Asst. Chief Jan Snyder

The City of Santa Fe in conjunction with Santa Fe County will implement the Smart 911 system. This is a program that emergency responders/manager will benefit from when providing a service. Asst. Chief Snyder explained the old system where you would put emergency medical information in the freezer for

the responder to locate; Smart 911 is an electronic version of that. RECC through the direction of Ken Martinez will implement October 1st with the roll out and coordination with SF County, SFPD, SFFD and RECC and educate the community on how to utilize this service. It is basically a free service to citizens of Santa Fe or anyone using the 911 Regional centers. You go on line you complete a comprehensive profile, location of home, demographics, medicines, special notes that they want to provide. This helps the responders to have as much up-to-date information as possible. There are really two sides to this, how the public responders can use it and educate the people that it is available. We can help those in programs at nursing home, staff members, etc. to provide the best possible information for SFPD, Fire or whoever is responding to an emergency. Commercial entities or public schools can also enter a profile and takes videos of the inside of the building, diagrams of floors; it is like a fire pre plan. Asst. Chief Snyder said that the service is open through RECC now and they can help create the profile.

The Santa Fe Fire Department recently went through the Insurance Service Office (ISO) survey; SFFD hasn't been surveyed or reclassified in a decade. Our previous classification was a 4 and with this new survey we went to a Class 2 Rating. Out of the 48,000+ fire departments nationwide that get surveyed by ISO, only 2% of those have a Class 2 Rating. We felt that it was very special that the SFFD and our services received this rating, there are two ISO rating 1 in New Mexico and definitely less than 1% of all the 48,000 nationwide are a 1. It is a combination between the fire service and the amount of firefighting effort you can put out on a daily basis. There was a large review of the Water Division operations in this survey. This is an excellent rating, good for the fire department many insurance agencies whether residential or commercial use the ISO rating to write insurance. Chief Litzenberg congratulated Assistant Chief Snyder who worked so hard on this ISO, 2 years ago this was a SFFD priority and Chief Snyder took responsibility from start to finish, thank you.

8. Matters from the Regional Emergency Communications Center (Ken Martinez)
None

9. Communications from the Floor
None

10. Matters from Committee Members

Dr. Nancy Owen-Lewis: Brought to the attention of the Chief that there are inadequate markings of the 3 lanes Jaguar to Cerrillos Rd. 2 left turn lanes and 1 goes straight, they are not painted with sufficient lane marking. Chief Gallagher will speak to Traffic Engineer.

Mr. Harris: Trees in front of stop signs – officers to turn that information in to dispatch and the city Parks Department. Chief noted they are creating a form to document these reports.

11. Adjournment

There being no further business to come before the Public Safety Committee, the Chair called for adjournment at 5:00 pm

Signature Page

Public Safety Committee:

Councilor Chris Rivera, Chair


Fran Lucero, Stenographer

City of Santa Fe, New Mexico

memo

Date: October 7, 2016

To: Public Safety Committee
Finance Committee
City Council

From: David Silver, Emergency Manager *DS*

Subject: 2016 Emergency Management Performance Grant Acceptance

Item:

Attached is the 2016 Emergency Management Performance Grant (EMPG) Program Sub-grant agreement, awarded on September 13, 2016, covering the period of July 1, 2016 through June 30, 2017. The Budget Adjustment Request is also attached. This sub-grant covers 50% of the salary and benefits for the City of Santa Fe Emergency Management Director position, with the City providing the other half. This sub-grant will be presented to the following Committees:

- Public Safety: October 18, 2016
- Finance: October 31, 2016
- City Council: November 9, 2016

Background:

The City of Santa Fe applied for this reimbursable Federal Preparedness Grant through the United States Department of Homeland Security and the Federal Emergency Management Agency, and administered by the New Mexico Department of Homeland Security and Emergency Management (NM DHSEM) to fund the City's Emergency Manager position. This funding has been in place since 2008.

The Emergency Manager is responsible for ensuring the conditions of this grant are met, including providing and receiving required training, conducting emergency response exercises, and developing and maintaining appropriate emergency management plans for the City.

If you have any questions, please do not hesitate to contact me at dmsilver@santafenm.gov, 505-955-6537 (w), 505-629-3958 (c).

FINANCE DEPARTMENT-FINANCE COMMITTEE

Finance Packet Checklist

The following information should be included in all packets to ensure your item is not pulled.

Contracts/Agreements/Grants/BAR's/Bids/RFP's	YES	NO	N/A
Address memo to Finance Committee-Initialed by all Staff	<input checked="" type="checkbox"/>		
Provide explanation if and when Budget available	<input checked="" type="checkbox"/>		
Include Funding Source-Business Unit and Line Item			<input checked="" type="checkbox"/>
Include approval term if requesting more than 1 yr			
Verify term in memo matches term of Contract	<input checked="" type="checkbox"/>		
Include Vendor awarded the contract	<input checked="" type="checkbox"/>		
Include Bid/RFP # in memo			<input checked="" type="checkbox"/>
Submit Electronic /PDF packet to Finance	<input checked="" type="checkbox"/>		
Submit Originals to the City Clerk's office	<input checked="" type="checkbox"/>		
Contracts and Agreements			
Attach Initialed Memo addressed to Finance Committee			
Need approval from legal-must be "Approved As To Form" by City Attorney			
Include CRS # in contract			
Include Business Registration # in contract			
Attach Summary of Contract and Agreement Form			
Attach Certificate of Insurance			
Attach Procurement Checklist			
Submit single sided copy of contract to Finance			
Submit Electronic /PDF packet to Finance			
Forward Originals to the City Clerk's office			
Bids/RFP's/Agreements/Grants			
Route all contracts, MOU's and agreements through Purchasing 1st for "Procurement Checklist"	<input checked="" type="checkbox"/>		
Forward to City Attorney for "Approved as to Form" Approval			
Forward complete contract to Budget Officer for review and approval	<input checked="" type="checkbox"/>		
Forward BARS-to Accounting for review and signature (Grants or Special Projects)			
Forward all other BARS directly to Budget Office for review and approval	<input checked="" type="checkbox"/>		
Contracts >\$50k forward to Finance Committee-all others forward to Finance Department			

Susana Martinez
Governor



M. Jay Mitchell
Cabinet Secretary

David Ceballos
Deputy Cabinet Secretary

**DEPARTMENT OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT**

September 13, 2016

City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87508

Dear David Silver,

The Department of Homeland Security and Emergency Management (DHSEM) has reviewed your grant application for the 2016 Emergency Management Performance Grant (EMPG Salaries & Benefits). We are pleased to announce the Federal Share of your award in the amount of \$52,150.00. The required Sub-Grantee Non-Federal Match for your award is \$52,150.00.

Your EMPG Award is authorized from Section 662 of the Post-Katrina Emergency Management Reform Act of 2006 and the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Your Sub-Grant Agreement to follow is expected to be released for your review & acceptance by the end of September 2016. The EMPG Award Period of Performance Start Date is 7/1/2016 and the End Date is 6/30/2017.

Local and Tribal Sub-Grantees are required to submit timely quarterly financial and programmatic reports, specifics will be in your Sub-Grant Agreement. Invoices for payment must be submitted complete, accurately, and in accordance with the Sub-grant Agreement. Local and Tribal Sub-Grantees must also meet the specified requirements, assurances, special conditions & terms and conditions of the Sub-Grant Agreement.

Sincerely,

M. Jay Mitchell
DHSEM Cabinet Secretary



State of New Mexico
Department of Homeland Security
& Emergency Management
P.O. Box 27111, Santa Fe, NM 87502

SUB-GRANT AGREEMENT
*2016 Emergency Management
Performance Grant Program*

2016 Federal Grant No.: EMT-2016-EP-00005-S01
CFDA No.: 97.042

EMT-2016-EP-0005-S01-City of Santa Fe	City of Santa Fe	City of Santa Fe
54360	69420818	
200 Lincoln Ave. Santa Fe, NM 87508	200 Lincoln Ave. Santa Fe, NM 87508	
July 1, 2016	June 30, 2017	
Dave Alyassin	505-476-9610	
505-479-9695	Dave.alayassin@state.nm.us Dhsem.grants@state.nm.us	
\$52,150.00	\$52,150.00	\$104,300.00

RECITALS

WHEREAS, the New Mexico Department of Homeland Security and Emergency Management (DHSEM) has been designated by the Federal Emergency Management Agency (FEMA) to serve as grantee, and is thereby authorized to issue this agreement to the applicant, sub-recipient, and sub-grantee, **City of Santa Fe**.

WHEREAS, funding has been obligated from the Emergency Management Performance Grant Program (EMPG) pursuant to a request by the applicant, sub-recipient, and sub-grantee, **City of Santa Fe**.

NOW, THEREFORE it is mutually understood and agreed between the grantee, **DHSEM**, and sub-grantee, **City of Santa Fe** as follows:

**ARTICLE 1
CONTRACT DOCUMENTS**

The following additional contract documents are fully incorporated into this agreement and thereby constitute additional terms and conditions of this agreement:

- This Agreement.
- EMPG Grant Application.
- EMPG Program Guidelines.
- EMPG Work Plan.
- EMPG Notice of Funding Opportunity.

**ARTICLE 2
SCOPE OF WORK**

As authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended (42 U.S.C Sections 5121 et. seq.), and Section 662 of the Post Katrina Emergency Reform Act of 2006, as amended (6 U.S.C. Section 762), **City of Santa Fe** shall use EMPG funds to assist in preparing for all-hazards. Specifically, these funds shall be utilized by **City of Santa Fe** to pay salary and benefits for the designated and approved staff previously identified in the EMPG grant application, and approved by the DHSEM Secretary. **City of Santa Fe** shall match the Federal Award Amount of **\$52,150.00**, with a local jurisdictional amount of **52,150.00**, for a total project cost of **\$104,300.00**. All work performed pursuant to this agreement must comply with the approved EMPG work plan. All work must be completed within the performance period, between **July 1, 2016** and **June 30, 2017**. **City of Santa Fe** shall not sub-grant any part of this award to any other entity or organization. Within the first reporting quarter, all awards require confirmation that expenditures in the budget category toward this project will be made. If not, DHSEM may execute a de-obligation of Federal funds, without recourse by **City of Santa Fe**.

**ARTICLE 3
PROJECT IMPLEMENTATION**

Approved projects must commence within the within the first reporting quarter. If a project cannot commence and be operational within the first reporting quarter of the approved award date, the sub-grantee must submit a written statement to DHSEM, signed by the sub-recipient signatory officials, justifying the delay in implementation, the expected starting date, and a formal request to extend the project start date past the first reporting quarter. At the sole discretion of DHSEM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects.

ARTICLE 4 REPORTING REQUIREMENTS

The sub recipient, **City of Santa Fe** shall submit timely quarterly Financial Progress Reports to the DHSEM Grant Specialist. For grant awards, the sub-recipient shall submit a quarterly Performance Report to the Program Specialist within the DHSEM Preparedness Bureau. Use of outdated forms will not be accepted. **Quarterly reports are due: October 30, 2016, January 30, 2017, April 30, 2017, and July 30, 2017.** The final report is due the following quarter after all funds have been reimbursed to the jurisdiction. Financial Progress Reports shall describe and show the status of the funds, encumbrances, receipts of program income, cash or in-kind contributions to the project, and whether or not a local match is required. The Final Narrative Report is a summary report, evaluating project activities and measuring performance against project goals and objectives for the entire performance period, and is required in addition to the last quarterly report.

The applicant must immediately report in writing to the DHSEM Grant Specialist any alleged acts or allegations of fraud or misappropriation of funds for work authorized under this Sub-Grant Agreement. This requirement extends further to an obligation by the sub-recipient to report any legal action, lawsuit, bankruptcy, or other action that may jeopardize the successful completion of any authorized project.

ARTICLE 5 REIMBURSEMENTS

Submission of a request for reimbursement must be accompanied by a financial report form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and grant guidelines, and the submission of timely Financial Progress Reports. Payments may be withheld by DHSEM pending correction of deficiencies. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.). Grant staff will not process reimbursement, until quarterly performance and fiscal reports are submitted to DHSEM.

Personnel Costs: FOR EMPG GRANTS ONLY – All time reported must correlate with the specific term of the sub-grant agreement. Payroll reports signed and certified by the chief financial officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The sub-recipient shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements.

Contracts: All sole-source procurements, single vendor response to a competitive bid, and contracts require DHSEM pre-approval prior to implementation. Requests for reimbursement for contractual services must be accompanied by the relevant contract.

Local Match: Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.

Equipment: Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL). Documentation is required per instructions attached to DHSEM quarterly reports.

Travel: All reimbursable travel must be pre-approved by DHSEM 30 days prior to travel date.

Per Diem: Reimbursements for local jurisdictions cannot exceed the rates of the New Mexico Mileage and Per Diem Act.

Training: Requires DHSEM pre-approval 30 days prior to registering or participating in training opportunities.

Exercise: Requires submission of an After-Action Report/Improvement Plan within 60 days after conduct of exercise.

Food and Beverages: Per National Preparedness Directorate (NPD) allowances, food and/or beverage expenses provided by recipients are allowable costs if:

- The food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities under the NPD program guidelines; and
- Expenses incurred for food and/or beverages, and provided at training sessions, meetings, or conferences, satisfy the following tests:
 - The cost of the food and/or beverages provided is considered to be reasonable;
 - The food and/or beverages provided are subject of a work-related event and work continues after meals are served;
 - Participation by all participants is mandatory; and
 - The food and/or beverages provided are not related directly to amusement and/or social event. **(Any event where alcohol is being served is considered a social event; therefore, costs associated with the event are not allowed).**

Non-reimbursable Expenses:

- Transfer of funds between any programs (SHSGP and LETPA) Contracts, single vendor response to a competitive bid, and procurements > \$100,000 not pre-approved by DHSEM Sole source contracts and procurements not pre-approved by DHSEM
- Training and related travel costs not pre-approved by DHSEM
- Construction and renovation
- Indirect costs (p. 5, Financial Progress Report)
- Supplanting (using federal funds to purchase items previously budgeted for with state or local funds)
- Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of an exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons and ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies,

- personal travel, personal phone calls
- Travel insurance, visa, and passport charges
- Lodging costs in excess of State per diem, as appropriate
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Organized fund-raising, including salaries of persons while engaged in these activities
- Land acquisition
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

ARTICLE 6 PERFORMANCE MEASURES

Quarterly Progress Reports shall demonstrate performance and progress relative to acceptable performance on applicable critical tasks in Exercises using approved scenarios:

1. Progress in achieving project timelines and milestones.
2. Percent measurable progress toward completion of project.
3. How funds have been expended during reporting period, and explaining expenditures related to the project.

ARTICLE 7 SUB-RECIPIENT MONITORING POLICY

Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHSEM reserves the right to periodically monitor, review and conduct analysis of the financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHSEM staff.

ARTICLE 8 PROCUREMENT

Procurement shall comply with local procurement policies and procedures, and conform to applicable State and Federal law and the standards identified in the Procurement Standards Sections of 28 CFR Parts 66 and 70, and 2 CFR Part 215 "Uniform Administrative Requirements

for Grants and Cooperative Agreements with State and Local Governments.” Contractors that develop or draft specifications, requirements, Statements of Work, and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder’s preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. **Each sole-source procurement, single vendor response to a competitive bid, and all purchases require prior approval of DHSEM.**

ARTICLE 9 CONTRACTS

Any contract entered into during this grant period shall comply with local, State and Federal government contracting regulations. Contracts for professional and consultant services must include local, State and Federal government required contract language, a project budget, and require pre-approval by DHSEM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants.

ARTICLE 10 AUDIT REQUIREMENTS

As the Federal grant recipient, the State of New Mexico requires a sub-recipient expending \$750,000 or more in Federal funds in the organization’s fiscal year to conduct an organization-wide audit in accordance with OMB Circular A-133. **City of Santa Fe** will permit the State of New Mexico Grant and Program officials and auditors to have access to the sub-recipient’s and third-party contractors’ records and financial statements as necessary for the State of New Mexico to comply with OMB Circular A-133. Copies of audit findings must be submitted to DHSEM within 30 days after **City of Santa Fe** receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier, in accordance with 2 AAC 45.010. Include the Federal agency name, program, grant number, and year; the CFDA title and number; and the name of the pass-through agency.

ARTICLE 11 PROPERTY AND EQUIPMENT MANGEMENT

The sub-recipient shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A Property Inventory Report shall be submitted to DHSEM annually each **January 30** with the Financial Progress Report during the performance period, and continued submission is required annually until final disposition of the equipment. The sub-recipient shall, when practical, prominently display the following on any equipment purchased with award funds: **Purchased with funds provided by the U.S. Department of Homeland**

Security. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHSEM, prior to the jurisdiction's encumbrance or expenditure for that equipment.

ARTICLE 12 NEPA/EHP COMPLIANCE

The recipient must provide information to DHSEM to assist with the legally-required environmental planning and historic preservation (EHP) review and to ensure compliance with the applicable EHP laws and Executive Orders (EO). These EHP requirements include but are not limited to National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, E 11988 Floodplain Management, EO 11990 Protection of Wetlands, and EO 12898 Environmental Justice. The recipient must comply with all Federal, State and Local EHP requirements and obtain applicable permits and clearances.

Recipients shall not undertake any activity from the project that would result in ground disturbance, facility modification, or relates to the use of sonar equipment without the prior approval of FEMA. These include but are not limited to communications towers, physical security enhancements involving ground disturbance, new construction, and modifications to buildings that are 50 years old or older. Recipient must comply with all mitigation or treatment measures required for the project as the result of FEMA's EHP review.

Any change to an approved project description will require re-evaluation for compliance with EHP requirements before the project can proceed. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Initiation of these activities prior to completion of FEMA's EHP review will result in a non-compliance finding and may result in ineligibility of grant funding.

ARTICLE 13 PUBLICATIONS

Publications created with funding under this grant shall prominently contain the following statement: **This Document was prepared under a sub-grant from the U.S. Department of Homeland Security, and the New Mexico Department of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security or the State of New Mexico.**

ARTICLE 14 RECORDKEEPING

Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be

maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

ARTICLE 15 CHANGES TO AWARD

All change requests must be submitted either in writing or electronically to the designated DHSEM Grant Specialist for review and possible approval. All change requests must be accompanied by a justification narrative and a budget and spending plan. All change requests must be consistent with the scope of the project and grant guidelines. Change requests will be considered only if reporting requirements are current, and all other terms and conditions of this agreement have otherwise been met at the time the request. If approved by DHSEM, changes in the programmatic activities, purpose of the project, key personnel specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions, will result in an amendment to this award.

ARTICLE 16 OTHER GENERAL PROVISIONS

- A. Performance Period:** The performance period for this sub-grant award is July 1, 2016 through June 30, 2017. Goods and/or services shall be obligated and rendered within the performance period. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All expenses incurred during the performance period may be paid no more than 30 days after quarter end. All invoices (requests for reimbursement) submitted to DHSEM shall be submitted no more than 45 days after quarter end.
- B.** The sub-recipient shall comply with the requirements and restrictions of the EMPG Program Guidelines. By signing this obligating award document, the sub-recipient certifies it has read, understood and accepted these documents as binding.
- C. Financial Expenditures:** The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and, are eligible and allowable expenditures consistent with the grant guidelines for this project. The sub-recipient shall follow the financial management requirements imposed on them by DHSEM, which includes the requirements of U.S. Department of Homeland Security.
- D.** The signature of the signatory officials on this award attests to City of Santa Fe understanding, acceptance, and compliance with Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant State or local funds. Federal funds must be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit.

- E. **Accounting System:** **City of Santa Fe** shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.
- F. **Other Requirements:** **City of Santa Fe** shall comply with Federal Civil Rights Laws and Regulations: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1991. **City of Santa Fe** will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. Executive Order 13347 Individuals with Disabilities in Emergency Preparedness requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.
- G. **Other Requirements:** **City of Santa Fe** certifies that it has an Affirmative Action Plan/Equal Employment Opportunity Plan (for USDHS/DOJ grants). An EEOP is not required for recipients of less than \$25,000.00 or fewer than 50 employees.
- H. **Other Requirements:** **City of Santa Fe** certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- I. **Other Requirements:** It is the responsibility of **City of Santa Fe** as the recipient of these federal funds to fully understand and comply with:
 - i. Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (also known as the "A-102 Common Rule"). These A-102 requirements are also located within DHS regulations at Title 44, Code of Federal Regulations (CFR) Part 13.
 - ii. OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non- Profit Organizations, relocated to 2 CFR Part 215.
 - iii. The cost principles that apply to DHS award recipients through a grant cooperative agreement originate from one of the following sources:
 - OMB Circular A-21, Cost Principles for Educational Institutions, relocated to 2 CFR Part 220.
 - OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, relocated to 2 CFR Part 225.
 - OMB Circular A-122, Cost Principles for Non-Profit Organizations, relocated to 2 CFR Part 230.
 - iv. The audit requirements for State, Local and Tribal recipients of DHS awards originate from:
 - OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.
The above requirements are found at:
 - www.whitehouse.gov/omb/circulars/index.html
 - OGO Financial Guide
www.dhs.gov/dhspublic/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf

- New Mexico State Procurement Code
<http://www.conwaygreene.com/nmsu/lpext.dll?f=templates&fn=main-h.htm&2.0>
- New Mexico Administrative Code Title 2 – Public Finance
<http://www.nmcpr.state.nm.us/NMAC/ title02/title02.htm>

ARTICLE 17 PENALTY FOR NON COMPLIANCE

For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHSEM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHSEM shall notify the sub-recipient of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The sub-recipient must respond within 5 days of receipt of notification.

- a. Unwillingness or inability to attain project goals
- b. Unwillingness or inability to adhere to Special Conditions listed on page 11
- c. Failure or inability to adhere to grant guidelines and federal compliance requirements
- d. Improper procedures regarding contracts and procurements
- e. Inability to submit reliable and/or timely reports
- f. Management systems which do not meet federal required management standards

ARTICLE 18 TERMINATION

For Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHSEM will provide notice of five (5) days to the sub-recipient stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHSEM will reimburse the sub-recipient only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHSEM until completion of a final DHSEM review. Any equipment purchased under a terminated grant may revert to DHSEM at the option of DHSEM.

For Convenience: This Agreement may be terminated without cause by either of the parties upon written notice delivered to the other party at least 30 days prior to the intended date of termination. A termination pursuant to this provision does not nullify a party's obligations for performance or liabilities for failure to perform already incurred prior to the date of termination. Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security (USDHS) and the

DHSEM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHSEM at the option of DHSEM.

The acceptance of a grant from the United States creates a legal duty and obligation on the part of the sub-grantee to use the funds or property made available in accordance with the conditions of the grant as administered by and through the New Mexico Department of Homeland Security and Emergency Management.

ARTICLE 19 SPECIAL CONDITIONS

*** Grant funds cannot be expended until these conditions have been met.**

1. *Award Amount is a funding allocation, and is not to be construed as expenditure authorizations or approvals. Grant program guidelines and Federal, State, and local contracting and procurement compliance requirements apply.*
2. *Recipients of State assistance and/or federal pass-through grant funding are **required** to notify the State Emergency Operations Center by phone or via E Team within 48 hours of any incident of significance or event that caused damage to public or private infrastructure.*
3. ***Each** EMPG funded position must complete a performance progress report in combination with the overall programmatic performance report on a quarterly basis.*
4. *Quarterly financial and programmatic performance reports **must** be current in order for DHSEM to process requests for reimbursement. All expenses related to time, on both the quarterly financial report and the request for reimbursement must correlate to the specific performance period of the sub-grant agreement.*
5. *All EMPG-funded personnel shall complete the following requirements and provide proof of completion in the Preparing New Mexico website, <https://www.preparingnewmexico.org>; progression of trainings completed will be measured on a quarterly basis: Incident Command System (ICS): IS 100, IS 200, IS 700, IS 800, (ICS 300/400 as needed); National Incident Management System (NIMS) Training: IS 701, IS 702, IS 703, IS 706; and, either FEMA Professional Development Series: IS 120.a, IS 230.d, IS 235.b, IS 240.b, IS 241.b, IS 242.b, IS 244.b, or the most current version from the FEMA Emergency Management Institute (EMI) or the National Emergency Management Basic Academy: E/L0101, E/L01012, E/L01013, E/L0104, E/L0105.*
6. *Three exercises are required for **all** EMPG funded personnel within the 12 month performance period of this award; performance progress for **each** funded position will be measured on each quarterly report. Documents must be sent to the DHSEM Exercise Officer to include the After-Action Report/Improvement Plan (AAR/IP) within 60 days following the end of the exercise.*
7. *The three exercises for this performance period include: conducting an operations-based exercise including communications that validates equipment purchased with prior year*

federal preparedness funds, conducting an Emergency Operations Center exercise, and participating in any discussion- or operations-based exercise. Observing an exercise will not suffice to receive credit for an exercise. The exercise role must be as a controller, evaluator, facilitator, player, or planning team member. Exercises should be conducted to test equipment, plans, and procedures.

- 8. All new EMPG funded programs on the one year implementation plan must achieve 85% NIMS compliance and must undergo a yearly NIMS site visit and complete their jurisdictions NIMS assessment on or before September 30, 2016.*
- 9. All EMPG sub-grantees must achieve and maintain 85% NIMS compliance, undergo a yearly NIMS site visit, and complete their jurisdictions NIMS assessment on or before September 30, 2016.*
- 10. All EMPG sub-grantees are required to develop a Multi-Year Training and Exercise Plan (TEP) and update it annually. In addition, all EMPG funded positions must attend and actively participate in the mini Training and Exercise Planning workshops as well as the annual State Training and Exercise Planning workshops.*
- 11. The EMPG sub-grantee's local and/or tribal All Hazard Emergency Operation Plans must be current within 2 - 3 years.*
- 12. The EMPG sub-grantee's local and/or tribal Local Threat Hazard Identification Risk Assessment must be updated and submitted to DHSEM by May 30, 2017.*

This section is intentionally left blank.

16. SIGNATURE OF ACCEPTANCE

The recipient is required to sign and return the original of this document to the issuing address within 30 days.

Signature of Jurisdiction Grant /Program Manager		Date	
		Phone	
Print Name		Email	

Signature of Jurisdiction Chief Financial Officer		Date	
		Phone	
Print Name		Email	

Signature of Jurisdiction Signatory Official		Date	
		Phone	
Print Name		Email	

Signature of DHSEM Chief Financial Officer		Date	
Print Name	Sarah J. Peterson		

Signature of DHSEM Cabinet Secretary		Date	
Print Name	M. Jay Mitchell		

Attachment I

Required Reimbursement Checklist

Please Note: DHSEM reserves the right to update this check list throughout the life of the grant to ensure compliance with applicable federal and state rules and regulations.

Please only check the categories that apply to the reimbursement you are currently filling.

Equipment

1. Have all invoices been included?
2. Has an AEL number been identified for each purchase?
3. If service/warranty expenses are listed, are they only for the performance period of the grant?
4. Has proof of payment been included? (E.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement)
5. If EHP form needed – has copy of it and approval from DHS been included?

Consultants/Contractors

1. Does the amount billed by consultant add up correctly?
2. Has all appropriate documentation to denote hours worked been properly signed?
3. Have copies of all planning materials and work product (e.g. meeting documents, copies of plans) been included? (If a meeting was held by recipient or contractor/consultant of recipient, an agenda and signup sheet with meeting date must be included).
4. Has the invoice from consultant/contractor been included?
5. Has proof of payment been included? (E.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

Salary & Benefits

1. Have the following been provided: signed time sheet by employee and supervisor and proof that employee was paid for time worked (statement of earnings, copy of payroll check or payroll register)?
2. Has a time period summary sheet been included for total claimed amount?
3. Has a general ledger payroll report been included for total claimed amount? Ensure this report includes both employee and employer payroll information (i.e. benefits/contributions).
4. Does the back-up documentation include a copy of the check stub per employee for the time period covered?

5. Does the back-up documentation provided match the time period for which reimbursement is being requested?

Training

1. Is the course DHS approved? Is there a course or catalog number? If not, has DHSEM approved the non-DHS training? Is supporting documentation included your reimbursement request?
2. Have sign-in sheets, rosters and agenda been provided?
3. If billing for overtime and/or backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at training, hourly rate and total amount paid to each attendee? Have print outs from entity's financial system been provided as proof attendees were paid? For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?
4. Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom training reimbursement costs are being sought?
5. Has any expenditures occurred in support of the training (e.g., printing costs, costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment)? If so, receipts and proof of payment must be submitted. (E.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

Matching Funds

1. Contributions are from Non Federal funding sources.
2. Contributions are from cash or in-kind contributions which may include training investments.
3. Contributions are not from salary, overtime or other operational costs unrelated to training.

CITY OF SANTA FE:

JAVIER M. GONZALES, MAYOR

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

 10/14/16
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

FINANCE DIRECTOR

Business Unit/Line Item:

21718 / 490610

Log # (Finance use only):

Batch # (Finance use only):

City of Santa Fe, New Mexico

BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME City Manager/Emergency Management					DATE 10/07/2016	
ITEM DESCRIPTION	BUSINESS UNIT	LINE ITEM	SUBSIDIARY (.000000)	SUBLEDGER (0000)	INCREASE	DECREASE
<u>EXPENDITURES</u>					(enter as positive #)	(enter as negative #)
<u>REVENUES</u>					(enter as negative #)	(enter as positive #)
US Dept of Homeland Security	21718	490610				73,645

JUSTIFICATION: (use additional page if needed)
 -Attach supporting documentation/memo

To adjust for 2016/2017 Homeland Security Grant
 (EMT-2016-EP-0005-S01). Grant period July 1, 2016 - June 30,
 2017.

(Complete section below if BAR results in a net change to ANY Fund)	
Fund(s) Affected:	Fund Bal. Increase/ (Decrease):
2718	(73,645)
TOTAL:	

Emily Pisula		10/07/2016	(Use this form for Finance Committee/ City Council agenda items ONLY)		
Prepared By (print name)		Date	CITY COUNCIL APPROVAL City Council Approval Date: Agenda Item #: 		
Division Director (optional)		Date			
Department Director		Date			
		Date			
Budget Officer		Date	Finance Director (≤ \$5,000)		Date
		Date	City Manager (≤ \$50,000)		Date



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

Section to be completed by department for each contract or contract amendment

1 **FOR: ORIGINAL CONTRACT** ☒ or **CONTRACT AMENDMENT** ☐

2 Name of Contractor N/A

3 Complete information requested ☐ Plus GRT
☐ Inclusive of GRT

Original Contract Amount: \$52,150.00

Termination Date: _____

☐ Approved by Council Date: _____

☐ or by City Manager Date: _____

Contract is for: 2016 Emergency Management Performance Grant sub-grant agreement

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

☐ Approved by Council Date: _____

☐ or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) ☐ Plus GRT
☐ Inclusive of GRT

Amount \$ 52,150.00 of original Contract# _____ Termination Date: _____

Reason: New Subgrant Agreement

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 52,150.00



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# _____ Date: _____

RFQ ☐ _____ Date: _____

Sole Source ☐ _____ Date: _____

Other Grant Application _____

6 Procurement History: First year of sub-grant agreement
example: (First year of 4 year contract)

7 Funding Source: N/A **BU/Line Item:** 21718.49061

8 Any out-of-the ordinary or unusual issues or concerns:
None
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: David M. Silver

Phone # 505-955-6537

10 Certificate of Insurance attached. (If original Contract) ☐

Submit to City Attorney for review/signature

Forward to Finance Director for review/signature

Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:

City of Santa Fe, New Mexico

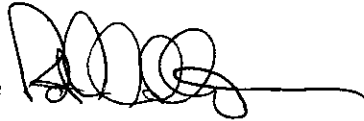
memo

Date: October 12, 2016

To: City Council
Finance Committee
Public Safety Committee

cc: Brian Snyder, City Manager
Finance Department

From: Patrick G. Gallagher, Chief of Police



Re: Retention of Police Officers (Resolution #2016-69)

Background and Summary:

At the direction of Resolution #2016-69 (see attached), the Police Department, in collaboration with the City Manager and Finance Department, has developed the following plan to retain police officers currently with the City of Santa Fe Police Department. The financial impact of this plan is estimated and subject to change due to numerous factors that vary over time (vacancy rate, new hires, resignations, retirements, etc.) **Please note: all parts of this suggested plan must be negotiated with the P.O.A. Union prior to implementation.**

The following suggestion is recommended as the most likely to directly address the issue raised in the aforementioned retention resolution; specifically, the concern that police departments in the surrounding areas are offering incentives to "potentially lure Santa Fe officers to another police department". Therefore, it is recommended to:

Reduce the time it takes for a Cadet to reach top pay (POIV \$27,144) from 7 years to 4 years. The resulting financial impact of this change is as follows:

*Fiscal Year 17/18: \$738,320
Fiscal Year 18/19: \$216,062
Fiscal Year 19/20: \$149,716*

Although this suggestion most directly addresses the stated goal of the resolution, it creates a unique set of unintended consequences that will likely have an adverse impact on the operational efficiency of the City of Santa Fe Police Department. As such, it is strongly recommended that some

combination of the following three suggestions be considered for implementation concomitantly with the above suggestion.

- A) Increase maximum salary rate for PO IV to \$28.00 per hour and entry salary rate to \$21 per hour. The financial impact is estimated to be as follows:

Fiscal Year 17/18: \$201,029

Fiscal Year 18/19: \$220,304

Fiscal Year 19/20: \$167,768

- B) Realign the percentage of their salary that Sworn Officers pay into the Public Employees Retirement Association system (PERA) to coincide with what other city employees contribute. It is estimated this reduction in officers' bi-weekly contribution from 9.0852% to 4.5426% will have the following financial impact:

Approximately \$444,493 annually depending on employees' salary rates

- C) A flat dollar increase per hour for all sworn officers and sergeants. The financial impact is estimated to be as follows.

\$1.00 increase: \$450,923

\$2.00 increase: \$901,846

\$3.00 increase: \$1,352,769

It should be noted the Police Department did review and research a onetime lump sum payment as a retention incentive to be paid to police officers and sergeants. However, after review and discussion with the City Attorney's office, this option has been eliminated due to fiscal considerations related to FLSA requirements.

The fund affected with any of these salary increases will be the General Fund as all Sworn Police Officer's salaries and benefits are paid from this fund within the City of Santa Fe's budget. Specific business units affected are 12057, 12187, 12059, 12188, and 12062.

Action Requested:

Specific direction so that we may be prepared and informed to efficiently proceed with the upcoming union contract negotiations and budget preparation for FY 17/18.

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2016-69

INTRODUCED BY:

Councilor Ronald S. Trujillo

Councilor Mike Harris

A RESOLUTION

DIRECTING THE CITY MANAGER TO COLLABORATE WITH THE POLICE DEPARTMENT AND FINANCE DEPARTMENT TO DEVELOP A PLAN, INCLUDING FISCAL IMPACT, FOR RETAINING POLICE OFFICERS CURRENTLY SERVING WITH THE CITY OF SANTA FE POLICE DEPARTMENT.

WHEREAS, the mission of the Santa Fe Police Department is commitment to excellence in law enforcement and dedication to the people, traditions and diversity of our City; and

WHEREAS, through empowerment by the community they remain devoted to protecting lives, property and the rights of all people to maintain order and enforce the law impartially; and

WHEREAS, through the efforts of the City of Santa Fe Police Department, Santa Fe is a better, safer place to live, work, learn, play and stay; and

WHEREAS, as a result of the cost of living in Santa Fe, many officers live outside our city limits and commute to work; and

WHEREAS, police departments in the surrounding areas that are experiencing officer shortages offer incentives for new officers that could potentially lure Santa Fe police officers to

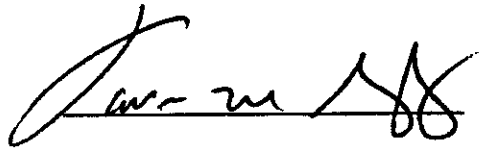
1 another police department; and

2 **WHEREAS**, it is vital that we maintain the current number of officers in our City's police
3 force to serve our City with potential incentives to retain our officers.

4 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
5 **CITY OF SANTA FE** that Governing Body directs the City Manager to collaborate with the Police
6 Department and Finance Department to develop a plan, which shall include fiscal impact, for
7 retaining our current police officers.

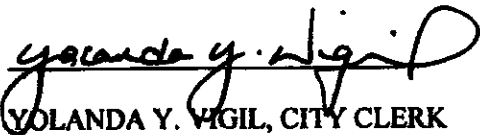
8 **BE IT FURTHER RESOLVED** that staff shall present the plan to the Public Safety
9 Committee, the Finance Committee and the Governing Body within forty-five (45) days from passage
10 of this resolution.

11 **PASSED APPROVED and ADOPTED** this 14th day of September, 2016.

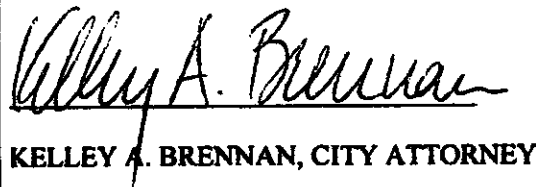
12
13
14 

15 JAVIER M. GONZALES, MAYOR

16 ATTEST:

17
18 
19 YOLANDA Y. VIGIL, CITY CLERK

20 APPROVED AS TO FORM:

21 
22
23 KELLEY A. BRENNAN, CITY ATTORNEY

24
25 *M/Legislation/Resolutions 2016/2016-69 Retain Police Officers*

**PUBLIC SAFETY COMMITTEE
2017 MEETING DATES
4:00PM
CITY COUNCIL CHAMBERS**

JANUARY 24, 2017

JULY 18, 2017

FEBRUARY 21, 2017

AUGUST 15, 2017

MARCH 21, 2017

SEPTEMBER 19, 2017

APRIL 18, 2017

OCTOBER 17, 2017

MAY 16, 2017

NOVEMBER 21, 2017

JUNE 20, 2017

DECEMBER 19, 2017



City of Santa Fe, New Mexico

2511 Camino Entrada, P.O. Box 909, Santa Fe, N.M. 87504-0909

MUNICIPAL COURT

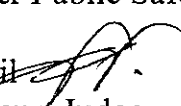
Virginia Vigil, Municipal Judge

Phone: (505) 955-5070

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Memo

To: Mayor and City Councilors
City Attorney Kelley A. Brennan
City Manager Brian Snyder
Jessica Pfeifer Public Safety Committee

From: Virginia Vigil 
Municipal Court Judge

Date: October 6, 2016

Re: Municipal Court Monthly Report: September 2016

Enclosed please find the September 2016 monthly report.

We have also included statistics for the last 6 months.

We have included community service information as requested.

MUNICIPAL COURT MONTHLY STATISTICS REPORT				SEPT	AUG		JULY		JUNE		MAY		APRIL
FOR SEPTEMBER 2016													
1. NUMBER OF CASES FILED FOR MONTH						TOTAL		TOTAL		TOTAL		TOTAL	
Traffic Violations				579		533		881		832		808	1016
Traffic Citations (court appearance)				490		465		748		697		669	821
Penalty Assessments (court only collects money)				98		68		133		135		139	195
* Cell phone violation 12-6-12.18(6) (included in both court appearance & penalty assessments)				17		6		6		14		18	25
Criminal Cases				225		196		181		238		280	179
DUIs				17		18		20		18		22	17
Shoplifting				45		47		30		34		37	46
Petty Misdemeanors				155		122		117		169		130	94
Revoked				8		9		14		17		19	22
Code Enforcement				0		1		5		1		0	0
Animal Control				20		23		20		24		17	22
2. ARRAIGNMENTS													
(many arraignments result in pleas)													
Traffic Arraignments				456		603		630		618		660	728
Criminal arraignments				289		331		218		337		276	259
DUIs				19		24		22		27		13	22
Shoplifting				56		98		48		67		72	68
Petty Misdemeanors				201		191		131		209		177	144
Revoked				13		18		17		34		14	24
Parking				0		1		35		7		20	20
Animal				21		27		30		2		16	13
Code Enforcement				1		1		0		0		1	1
3. TRIALS				5		10		8		6		10	10
1) with attorney(s)				3		3		0		0		0	1
2) with police officers				2		7		8		6		10	9
1) Animal				1		2		0		0		0	0
2) Traffic				2		7		8		6		10	9
3) Misdemeanor/shoplifting				0		0		0		0		0	0
4) Parking				0		0		0		0		0	0
5) DUI				2		1		0		0		0	1
6) Revoked				0		0		0		0		0	0
4. BENCH WARRANTS ISSUED				231		281		173		251		224	178
5. HOMELESS COURT				26		29		16		11		25	20
6. COMMUNITY SERVICE – TOTAL				938		669		933		778		734	906
1) Community service hours – penalties				682		385		452		386		414	535
2) Community service hours – in lieu of fines				256		284		481		392		320	371

MUNICIPAL COURT FINES AND FEES DISTRIBUTION REPORT
September 2016

Animal Control	11001.451200	\$1,236.00
Court Fines	11001.450200	\$23,881.68
Parking	51150.450610	\$1,236.00
Traffic Violations	11001.450900	\$924.00
	TOTAL FINES:	\$27,277.68

Automation Fee (AOC)	21202.432100	\$ 2,764.50
Bench Warrants (City)	21224.432150	\$ 1,550.00
Calming Fees (City)	31775.450850	\$ 4,451.00
Copies/Misc. (City)	11001.471400	\$ 17.50
Corrections Fees (City) - PD	21201.432300	\$ 10,223.97
Corrections Fees (City) - Muni. Court	21225.432300	\$ 4,652.03
Court Admin. Fee (City)	21225.432310	\$ 4,651.32
DWI Lab Fees (AOC)	21202.432200	\$ 854.00
Muni. Court DWI (Screening & Tracking Fee) (Old line item - 21228.432000)	11001.432000	\$ 854.00
Home Detention (City) (Old line item 21225.43213)	21201.432130	\$ 1,030.00
In House Automation (City)	21130.432100	\$ 10,792.00
Judicial Education Fees (JEC)	21202.431800	\$ 1,339.00
Police Safety Fees (City)	21224.432120	\$ 2,124.00
Prevention Fees (AOC)	21202.450400	\$ 790.00
Substance Abuse Fee (AOC)	21202.432350	
	TOTAL FEES:	\$ 46,093.32

City	AOC	JEC
\$1,236.00		
\$23,881.68		
\$1,236.00		
\$924.00		
	\$ 2,764.50	
\$ 1,550.00		
\$ 4,451.00		
\$ 17.50		
\$ 10,223.97		
\$ 4,652.03		
\$ 4,651.32		
\$ 854.00	\$ 854.00	
\$ 854.00		\$ -
\$ 1,030.00		
\$ 10,792.00		
\$ 1,339.00		\$ 1,339.00
\$ 2,124.00		
\$ 790.00	\$ 790.00	
\$ -	\$ -	
\$70,606.50	\$4,408.50	\$1,339.00

\$76,354.00

TOTAL FINES AND FEES:	\$73,371.00
City: Money remains with the City of Santa Fe:	\$70,606.50
AOC: Money is submitted to the State of NM, Admin. Office of the Courts:	\$4,408.50
JEC: Money is submitted to the NM Judicial Education Center:	\$1,339.00

MUNICIPAL COURT MONTHLY STATISTICS REPORT				AUG		JULY		JUNE		MAY		APRIL		MARCH	
FOR AUGUST 2016															
1. NUMBER OF CASES FILED FOR MONTH					TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL
Traffic Violations					533		881		832		808		1016		1286
Traffic Citations (court appearance)				465		748		697		669		821		1054	
Penalty Assessments (court only collects money)				68		133		135		139		195		232	
* Cell phone violation 12-6-12.18(6) (included in both court appearance & penalty assessments)				6		6		14		18		25		37	
Criminal Cases					196		181		238		280		179		192
DUIs				18		20		18		22		17		26	
Shoplifting				47		30		34		37		46		53	
Petty Misdemeanors				122		117		169		130		94		97	
Revoked				9		14		17		19		22		16	
Code Enforcement					1		5		1		0	0	0		3
Animal Control					23		20		24		17		22		24
2. ARRAIGNMENTS (many arraignments result in pleas)															
Traffic Arraignments					603		630		618		660		728		706
Criminal arraignments					331		218		337		276		259		216
DUIs				24		22		27		13		22		21	
Shoplifting				98		48		67		72		68		68	
Petty Misdemeanors				191		131		209		177		144		108	
Revoked				18		17		34		14		24		19	
Parking					1		35		7		20		20		50
Animal					27		30		2		16		13		27
Code Enforcement					1		0		0		1		1		0
3. TRIALS					10		8		6		10		10		14
1) with attorney(s)				3		0		0		0		1		0	
2) with police officers				7		8		6		10		9		14	
1) Animal				2		0		0		0		0		0	
2) Traffic				7		8		6		10		9		14	
3) Misdemeanor/shoplifting				0		0		0		0		0		0	
4) Parking				0		0		0		0		0		0	
5) DUI				1		0		0		0		1		0	
6) Revoked				0		0		0		0		0		0	
4. BENCH WARRANTS ISSUED					281		173		251		224		178		175
5. HOMELESS COURT					29		16		11		25		20		16
6. COMMUNITY SERVICE – TOTAL					669		933		778		734		906		955
1) Community service hours – penalties				385		452		386		414		535		527	
2) Community service hours – in lieu of fines				284		481		392		320		371		428	

City	AOC	JEC
\$900.00		
\$30,505.50		
\$1,183.00		
\$469.00		
	\$ 3,120.68	
\$ 2,339.00		
\$ 5,737.00		
\$ 10.00		
\$ 10,120.88		
\$ 5,060.53		
\$ 5,214.49		
\$ 707.00	\$ 707.00	
\$ 3,383.00		\$ -
\$ 1,159.00		
\$ 1,031.46		
\$ 1,514.52		\$ 1,514.52
\$ 2,453.52		
\$ 838.00	\$ 838.00	
\$ -	\$ -	
\$72,625.90	\$4,665.68	\$1,514.52

\$78,806.10



CRIME ANALYSIS
09/01/16 to 09/30/16

	2016												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Murder (Homicide)	0	0	0	0	0	0	0	1	0				1
Robbery	6	3	7	7	5	5	7	6	1				47
Larceny-All	175	157	119	113	145	137	148	139	159				1292
Motor Vehicle Theft	23	18	23	17	9	21	16	12	25				164
Arson	1	1	1	0	0	0	2	2	1				8
Rape													
Criminal Sexual Penetration (Adult)	2	1	1	4	7	1	2	3	3				24
Criminal Sexual Penetration (Minor)	1	0	0	2	0	0	3	5	1				12
Burglary													
Burglary-Residential	37	35	41	37	23	37	34	53	43				340
Burglary-Commercial	7	4	2	3	6	9	8	10	13				62
Burglary-Auto	27	32	67	77	45	38	34	34	45				399
Breaking & Entering	4	6	6	4	11	7	3	5	21				67
Assault/Battery													
Assault/Battery (Aggravated)	20	19	25	24	27	24	32	37	30				238
Assault/Battery (Simple)	70	68	55	45	60	73	81	42	45				539

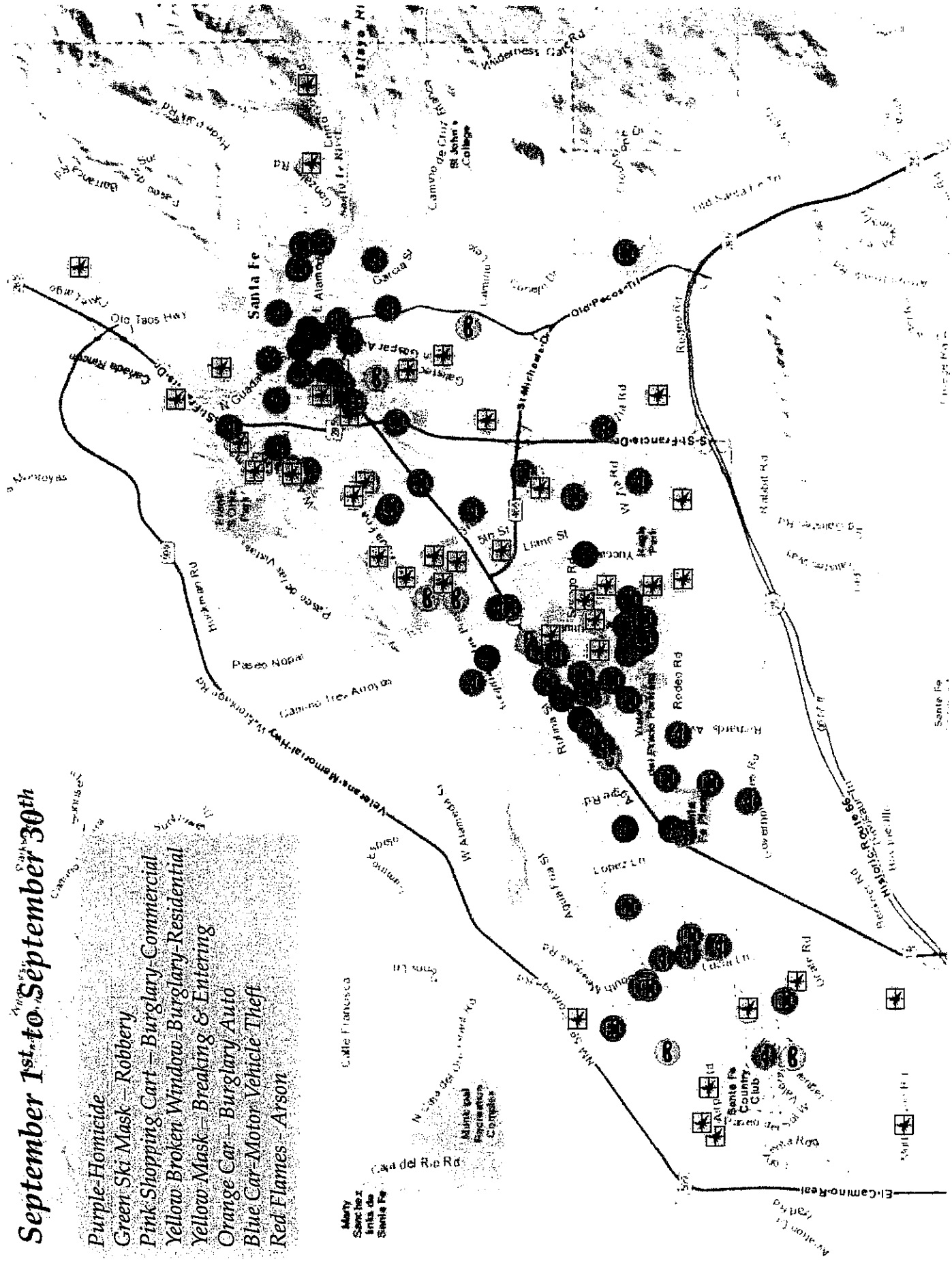
	Prior Month Changes	
	Aug	Sept
Murder (Homicide)	1	0
Robbery	6	1
Larceny-All	139	159
Motor Vehicle Theft	12	25
Arson	2	1
Rape		
Criminal Sexual Penetration (Adult)	8	4
Criminal Sexual Penetration (Minor)	3	3
Burglary		
Burglary-Residential	102	122
Burglary-Commercial	53	43
Burglary-Auto	10	13
Breaking & Entering	34	45
Assault/Battery		
Assault/Battery (Aggravated)	5	21
Assault/Battery (Simple)	79	75

	YTD - Year to Year Changes	
	2015	2016
Murder (Homicide)	1	1
Robbery	58	47
Larceny-All	1292	1292
Motor Vehicle Theft	122	164
Arson	10	8
Rape		
Criminal Sexual Penetration (Adult)	35	36
Criminal Sexual Penetration (Minor)	24	24
Burglary		
Burglary-Residential	790	868
Burglary-Commercial	335	340
Burglary-Auto	74	62
Breaking & Entering	372	399
Assault/Battery		
Assault/Battery (Aggravated)	9	67
Assault/Battery (Simple)	249	777

RESPONSE TIMES - YTD Changes			
Median Time - Call Start to Dispatch			
	2015	2016	Changes
Priority 1	5:16	4:43	-10.44%
Priority 2	9:05	7:52	-13.39%
Priority 3	22:11	19:54	-10.29%
RESPONSE TIMES - YTD Changes			
Median Time - Dispatch to Arrival			
	2015	2016	Changes
Priority 1	6:52	7:11	4.61%
Priority 2	7:31	7:50	4.21%
Priority 3	11:18	12:11	7.82%
CALLS FOR SERVICE			
YTD Changes			
	2015	2016	Changes
Dispatched	38605	39878	3.30%
Self Initiated	48931	51459	5.17%
Total	87536	91337	4.34%

September 1st to September 30th

- Purple-Homicide
- Green-Ski Mask-Robbery
- Pink-Shopping Cart-Burglary-Commercial
- Yellow-Broken Window-Burglary-Residential
- Yellow-Mask-Breaking & Entering
- Orange-Car-Burglary-Auto
- Blue-Car-Motor Vehicle Theft
- Red-Flames-Arson

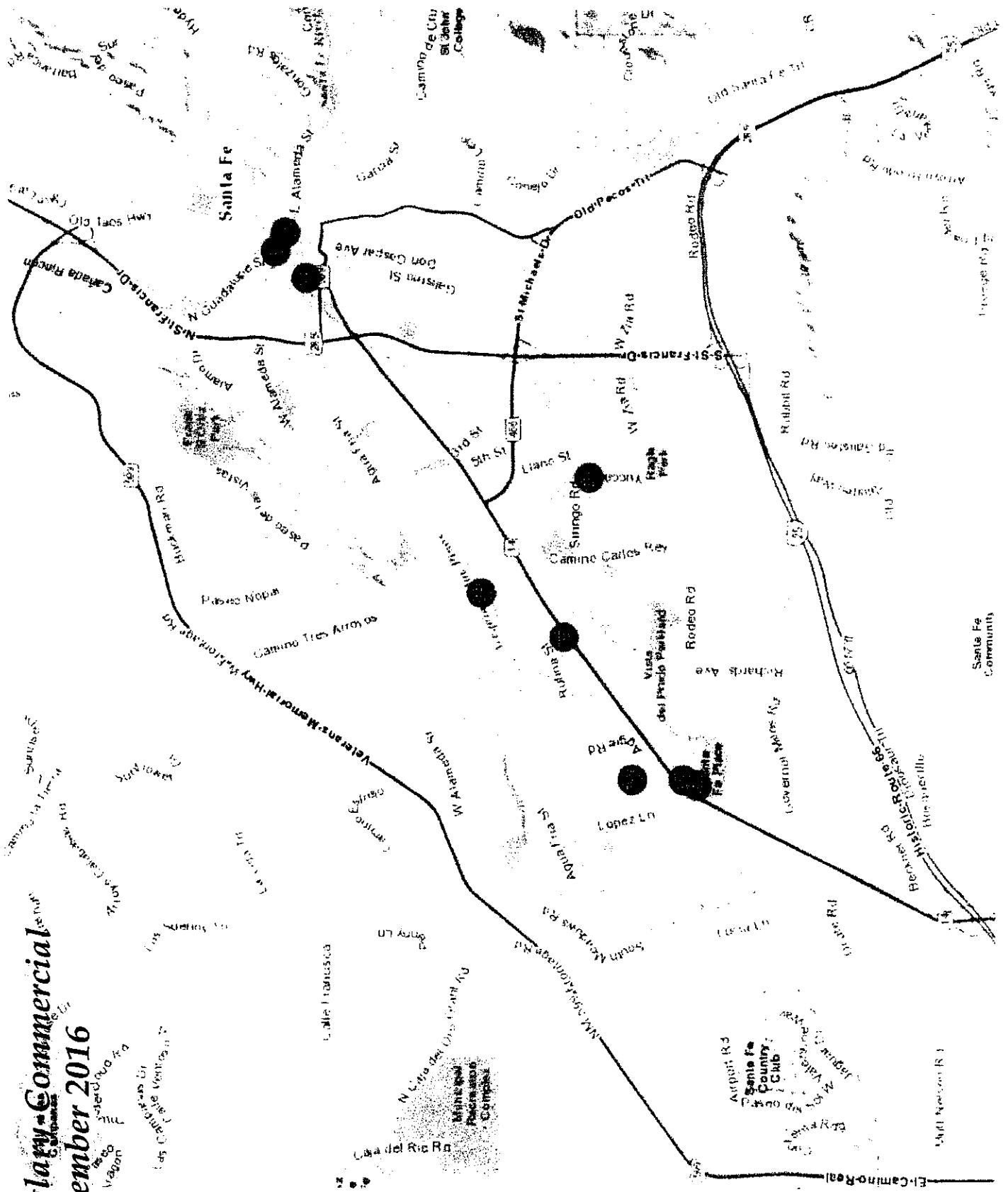


This is a detailed map of Santa Fe, New Mexico, and its surrounding areas. The map shows a network of roads, including major highways like I-25 and I-40, and local streets. Key landmarks and locations are labeled, such as Santa Fe, Los Alamos, and various local roads and landmarks. The map also shows geographical features like mountains and rivers. The map is oriented with North at the top.

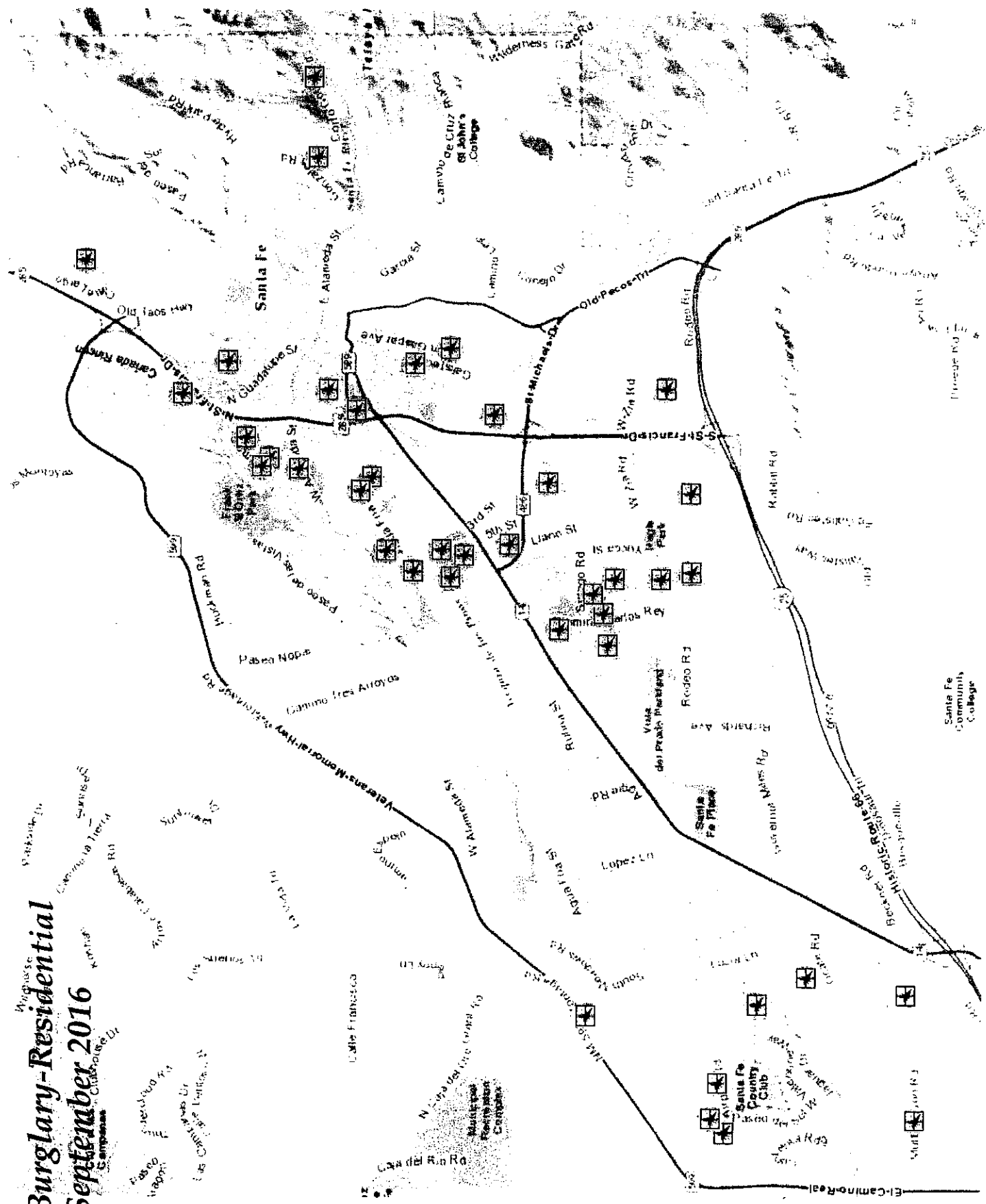
Key locations and landmarks labeled on the map include:

- Cities and Towns:** Santa Fe, Los Alamos, Santa Fe Community College.
- Roads:** I-25, I-40, Santa Fe Trail, Santa Fe Highway, Santa Fe Avenue, Santa Fe Road, Santa Fe Lane, Santa Fe Drive, Santa Fe Street, Santa Fe Court, Santa Fe Place, Santa Fe Plaza, Santa Fe Square, Santa Fe Circle, Santa Fe Loop, Santa Fe Turnpike, Santa Fe Expressway, Santa Fe Freeway, Santa Fe Turnpike, Santa Fe Expressway, Santa Fe Freeway.
- Landmarks:** Santa Fe Community College, Santa Fe Plaza, Santa Fe Square, Santa Fe Circle, Santa Fe Loop, Santa Fe Turnpike, Santa Fe Expressway, Santa Fe Freeway.
- Geographical Features:** Mountains, Rivers, Hills, Valleys.

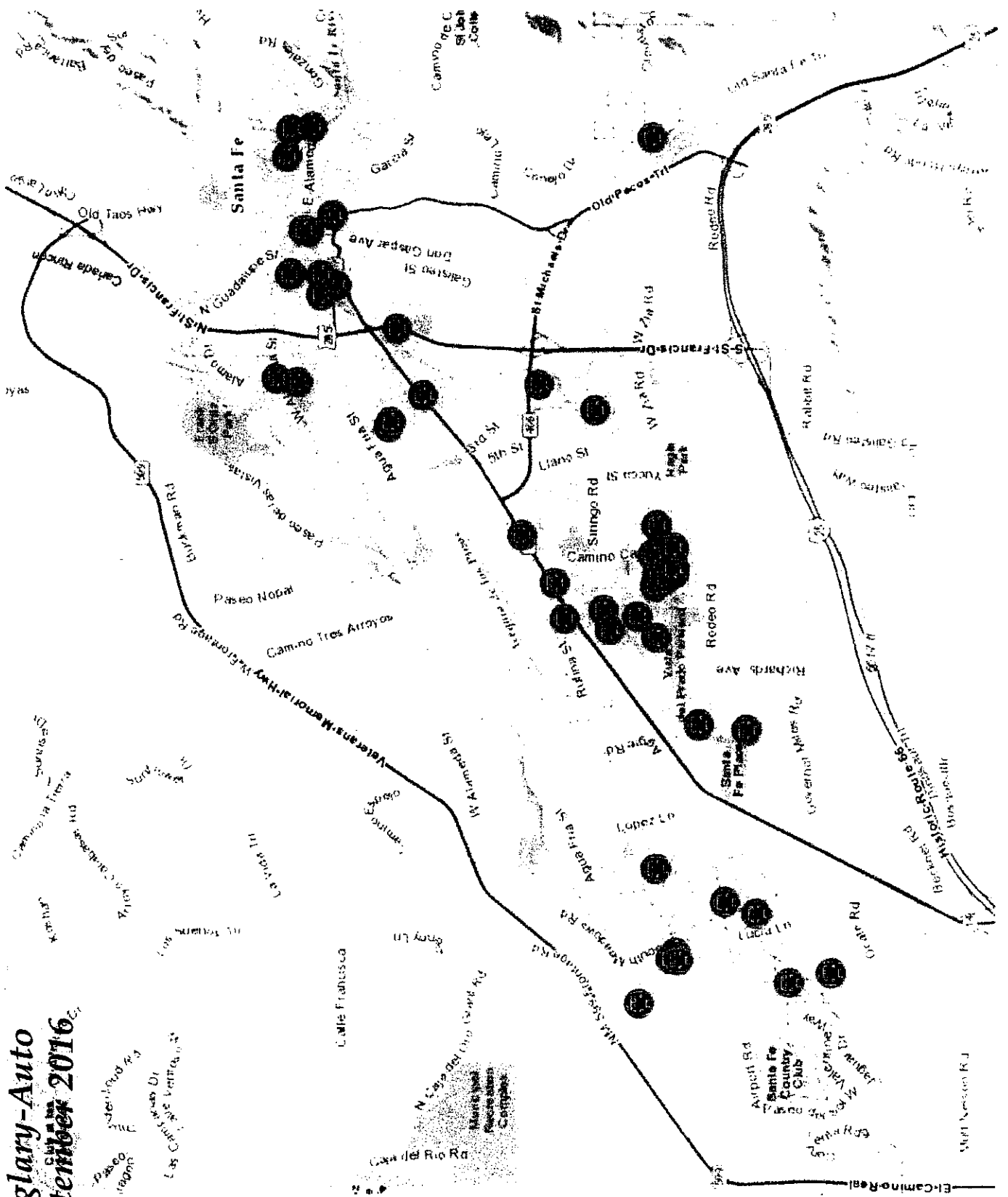
Burglary-Commercial
September 2016



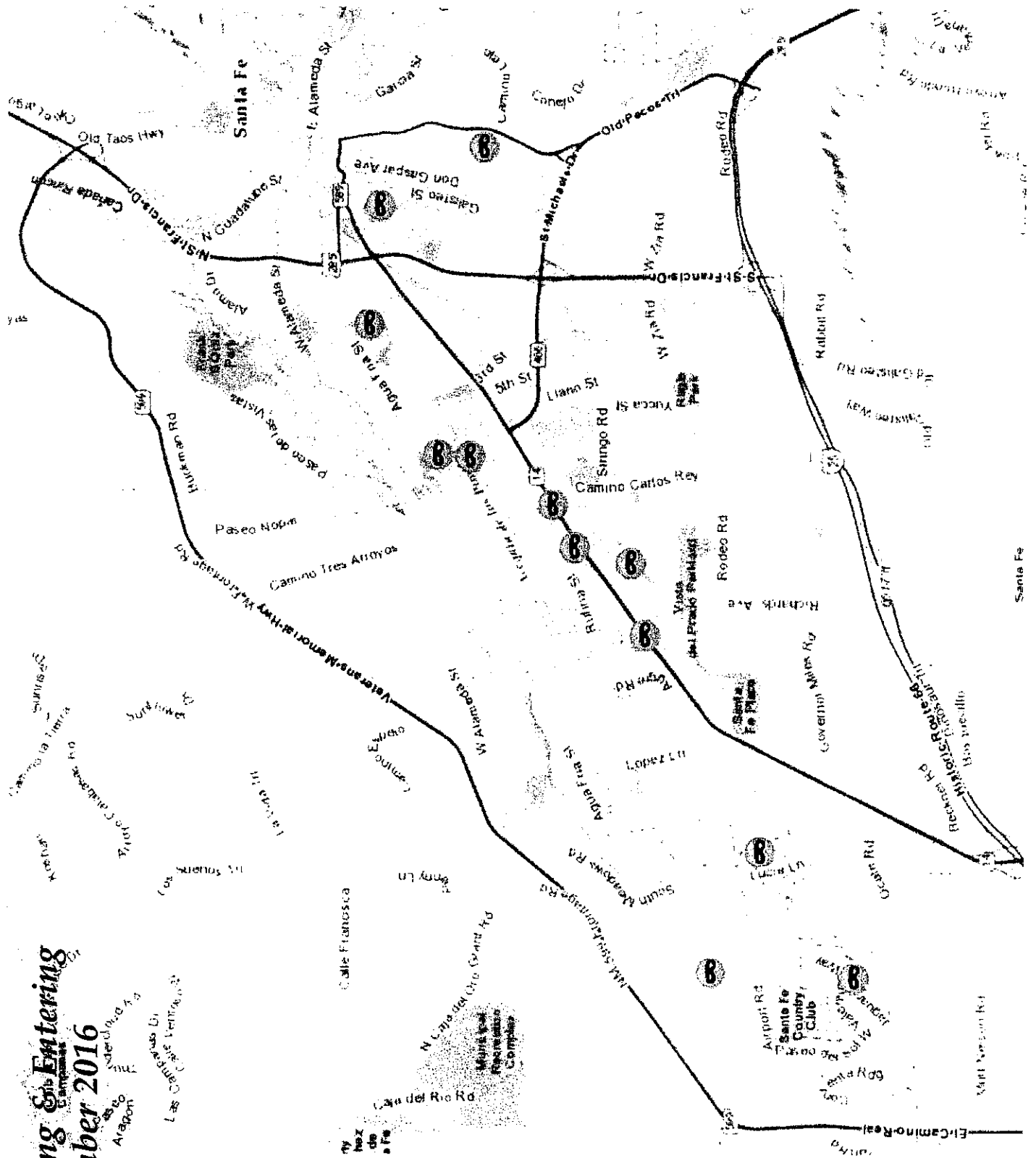
Burglary-Residential
September 2016
Campesano



**Burglary-Auto
September 2016**



Breaking **Santa Fe** Entering
September 2016



Arson
September 2016

